

Republic of Kenya

EDICT OF GOVERNMENT

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KS 2217-5 (2012) (English): Glossary of terms
used in the education sector, Part 5: Tertiary
education (Draft Standard)



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Glossary of terms used in the education sector

Part 5:

Tertiary education

Public Review Draft _ May, 2012

TECHNICAL COMMITTEE REPRESENTATION

The following organizations were represented on the Technical Committee:

Ministry of Higher Education, Science and Technology-Directorate of Technical Accreditation and Quality Assurance
Ministry of Labour - Directorate of Occupational Health and Safety Services
Commission for Higher Education
Kenyatta University
University of Nairobi
Kenya Polytechnic University College
Kenya National Examination Council
Association of Professional Societies in East Africa
Kenya Institute of Education
Kenya Technical Teachers College
Kenya Private Sector Alliance
Kenya Medical Training College – Nairobi
Association of Physically Disabled in Kenya
Inoorero University
Kenya Bureau of Standards — Secretariat

REVISION OF KENYA STANDARDS

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Glossary of terms used in the education sector –

Part 5:

Tertiary education

Public Review Draft _ May, 2012

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Foreword

This Kenya Standard was prepared by the Tertiary Education Technical Committee under the guidance of the Standards Projects Committee, and it is in accordance with the procedures of the Kenya Bureau of Standards.

The purpose of common terminology is to increase understanding and transparency, which is an important issue in checking how systems and institutions relate to each other.

A widely accepted and broadly used glossary promoting a common language and understanding in the respective areas of Tertiary Education in Kenya is crucial. The glossary will contribute to the development of a common understanding and use of terms in Tertiary education sub-sector.

This part 5 of KS 2217 is part of a series; under the general title Glossary of terms used in the education sector that consists of the following separate parts:

- ***Part 1: Early childhood education***
- ***Part 2: Primary education***
- ***Part 3: Secondary education***
- ***Part 4: Special education***
- ***Part 6: University education***

During the preparation of this standard, reference was made to the following documents:

Employment act 2007 (Ministry of Labour)

The 2004 universities rules on coordination of post secondary school institutions for university education

Ministry of Higher Education Science and Technology and Kenya institute of education TIVET Curriculum Development Framework; 2010

Acknowledgement is hereby made for the assistance derived from these sources.

Glossary of terms used in the education sector.

Part 5:

Tertiary education

Scope

This Kenya Standard prescribes glossary and definition of terms frequently used in Tertiary education sector in Kenya.

Application

It is a tool targeting groups and potential users within the education sector, including the Tertiary Education Institutions, National Quality Assurance Bodies, associations and professional organizations.

Terms and Definitions

The following are the terms and definitions commonly used in Tertiary education in Kenya. The terms are arranged in alphabetical order.

A

academic advisor

a person working in an educational institution who assists students to choose and plan their study program.

acceleration

progression through an education or training program at a faster rate than usual.

access and equity

a policy or set of strategies to make tertiary education available to all qualified members of the community, to increase participation and to improve outcomes, especially women, people with a disability, and people from arid and semi-arid areas.

Access courses: preparatory programs for students to gain entry to higher education also referred to as bridging courses.

access Program

a program providing pre-apprenticeship and pre-traineeship training for people who are registered as unemployed and are disadvantaged in the labour market and need preliminary training before they can successfully participate in an apprenticeship or traineeship.

accreditation: is the establishment or of the status, legitimacy or appropriateness of an institution, program or module of study.

accreditation body: an organization delegated to make decisions, on behalf of the tertiary education sector, about the status, legitimacy or appropriateness of an institution, or program.

Agency: any organization that undertakes any kind of monitoring, evaluation or review of the quality of tertiary education.

action learning

learning by working on real problems, implementing solutions, and reviewing and reflecting on the learning process.

active learning

learning driven primarily by the learner, with the instructor acting as a facilitator. See also self-directed learning

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adult education

school-level education for adults, usually with emphasis on the literacy, numeracy and social skills needed to function within the community.

apprentice

a person undertaking training under an apprenticeship.

apprenticeship

a system of training regulated by law which combines on-the-job training and work experience while in paid employment with formal off-the-job training. The apprentice enters into a training agreement with an employer which imposes mutual obligations on both parties.

approving authority

a body which approves apprenticeships and traineeships for the purposes of the industrial training act 2009 Cap 237 and determines the impact of training on productive time for apprenticeships and traineeships which are approved.

Assessment: A general term that embraces all methods used to judge the performance of an individual, group or organization.

assessor

a person qualified to carry out assessment.

attainment

reaching a particular level, accomplishing a goal; (in tertiary education) successful completion of the requirements of a module or course.

attendance mode

the nature of a student's attendance at an educational institution, including on campus and industrial based learning.

attendance

student's attendance at an educational institution according to times of attendance and the number of contact hours for as a basis for eligibility to sit for examination.

attrition

a reduction in the number of students as a result of dropping out or withdrawing.

attrition rate

the proportion of students starting who discontinue through withdrawal or dropping out.

audit: a process for checking that procedures are in place to assure quality, integrity or standards of provision and outcomes.

B

Basic education

the whole range of educational activities taking place in various settings that aim to meet basic learning needs. basic education comprises pre-primary, primary and secondary education.

Basic skill

a fundamental skill that is the basis of later learning or is essential for employment.

Best practice

management practices and work processes that lead to outstanding or top-class performance and provide examples for others.

block release

the release of an employee from the workplace for periods of time, usually of a week or more, in order to undertake related training in an educational institution.

bridging course

a course designed to equip students to take up a new subject or course by covering the gaps between the students' existing knowledge and skills and the subject or course prerequisites and assumed knowledge.

C

campus

the grounds and buildings of an educational institution; a branch or part of an institution at a particular location.

career counselling

the process of assisting and guiding people in their career choices.

casual employee

a person the terms of whose engagement provide for his payment at the end of each day and who is not engaged for a longer period than 24 hours at a time.

certification

the process of formally acknowledging achievement or compliance: it can be used to signify the achievement of an individual, such as a student, or of an institution.

client

a person or organisation using a service in tertiary education and training, the client may be a student, apprentice, trainee, employer, service providers and employment organization .

customer focus

a strategy in which the needs of clients are the primary focus.

coding

is a system to identify a training programme, its component qualifications and competency units.

collective bargaining agreement (CBA)

a collective agreement between the employer and employees' in an enterprise or workplace, about the employees' wages and conditions of employment. Agreements can be negotiated directly with employees or with their representatives, e.g. unions.

community centre

a place providing social, educational and recreational facilities for the community.

community education

intended principally for adults, for capacity building organised by governments and NGOs.

Competence: the acquisition of knowledge, skills and abilities at a level of expertise sufficient to be able to perform in an appropriate work setting.

competency-based training

training which develops the skills, knowledge and attitudes required to achieve competency standards.

competency standard

an industry-determined specification of performance which sets out the skills, knowledge and attitudes required to operate effectively in employment.

competitive tendering

a system in which providers of a service bid competitively for contracts.

compliance audit

an external assessment of conformity with regulatory requirements, contractual obligations or recognised quality standard's relevant to industry.

computer-based training

(also called computer-aided instruction) an educational method in which a computer is the primary medium

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for instruction and learning.

Computer-managed learning (CML)

the use of computer systems and packages for managing learning, automating much of the assessment and administration associated with teaching or training programs. Computer-managed learning differs from computer-based training, in that the computer is not generally used as the primary medium of delivery.

contextualisation

the addition of industry or enterprise specific information to a unit of competency to improve the standards relevance to industry.

continuing education

educational programs for adults, usually at the post-secondary level and offered as part-time or short courses in personal, academic or occupational subject areas.

continuous improvement

a planned process which allows an organisation to systematically review and improve the quality of its products, services and associated processes.

Core skills: Those skills which are essential to succeed in a discipline/subject area (e.g., engineering) and which are essential for a successful performance in that discipline.

core units

that part of the curriculum which is considered essential for all students, and is usually compulsory. **See unit of study.**

course content

the subject matter, activities, units of competency of a course of study.

courseware

computer software and associated materials designed for educational or training purposes.

Credit

Recognition of a unit of learning, usually measured in hours of study or achievement of threshold standard or both.

credit transfer

recognition granted to a student on the basis of previous study, which translates to exempting of the student from a particular course, subject or module.

curriculum

the specifications for a course or subject (module) which describe all the learning experiences a student undergoes, generally including objectives, content, intended learning outcomes, teaching methodology, recommended or prescribed assessment tasks, assessment exemplars, etc.

Curriculum Development Cycle

See annex A

curriculum hours

the teaching/learning time deemed necessary to cover the content of a course, subject or module when undertaken in standard classroom delivery mode.

customisation

tailoring to individual requirements; (in vocational education and training) the process of tailoring a program to meet the specific needs of clients.

D

Directorate of personnel management (DPM)

Government agency involved in training and human resource development

Degree

the core university education award, which may be offered at various levels from foundation, through bachelors, masters to doctoral.

delivery and assessment strategies

means delivery and assessment strategies for each qualification, or part thereof, within the registered training organisation's scope of registration. Delivery and assessment strategies are determined and developed by the registered training organisation with industry input into the development of the assessment strategy. Each delivery and assessment strategy should include identification of the target groups, delivery and assessment modes and strategies and pathways for learning and assessment.

delivery mode

describes the method(s) used to impart the knowledge or skills required to complete a module or unit of competency.

diploma

a course of study at a college or university that takes a shorter time than a degree (higher than a certificate course and lower than a degree)

Directorate of technical accreditation and Quality assurance (DTAQA)

a government body that accredits and monitors training quality of tertiary institutions.

disability – limitation in performance of socially defined roles and task within a sociocultural and physical environment, resulting from an impairment (anatomical, physiological, mental or emotional loss or abnormalities)

discipline

a branch or area of learning.

distance education

a mode of education in which students enrolled in a course do not attend the institution, but study off-campus and may submit assignments by mail or email.

dual enrolment

enrolment of a student in two institutions at the same time.

E**Education**

the act, process or art of imparting knowledge, skills and attitudes normally given by formal education providers like schools, colleges, universities, or other educational institutes.

educational institution

any establishment providing education, including schools, colleges, universities and institutes.

education provider: an organization that is responsible for providing the educational service, which may be a self-contained organization, a unit embedded within a larger organization, one member of a partnership between one or more organizations, or one aspect of a more wide-ranging provision offered by a larger organization

employed person

a person who is engaged in any gainful employment

employee

person employed for wages or salary and includes an apprentices and indentured learner.,

employer

an person, public body, firm, corporation, or company who or which has entered into a contract of service to employ any individual and includes the agent foreman, manager or factor of such persons, public body, firm, corporation or company.

employment

a person's work, occupation or business.

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enrolment

the registration of a person with an education or training provider for the purpose of undertaking a course or module.

equal opportunity employer

employer who does not discriminate on any basis as long as the applicant meets all the set requirements

entry-level skill

a skill required to commence employment in an organisation or more generally, to gain entry into the workforce.

entry requirements

the qualifications, knowledge, skills or experience required for entry to an education or training program.

aptitude test

a test to measure the extent to which a person's existing knowledge or skills satisfy the requirements of an education or training program or a job. See also recognition of prior learning

evaluation

the process or results of an assessment or appraisal in relation to stated objectives, standards, or criteria; in tertiary education may be applied to organisations, programs, policies, courses.

evening class

a program of education or training offered in the evening.

experiential learning

process through which a learner constructs knowledge, skills and values from direct experiences.

extension education

educational activities such as short courses, evening classes, seminars and workshops provided by educational institutions for people outside their usual student body.

external student

a student enrolled in a course from outside the East African Community.

F

facilitator

a person who assists learners in a training programme.

field of study

a hierarchical classification which describes the major subject matter of a course.

flexible delivery

a range of approaches to providing education and training, giving learners greater choice of when, where and how they learn. Flexible delivery may involve distance education, mixed-mode delivery, online education, self-paced learning or self-directed learning.

flexible learning

provision of learning opportunities that can be accessed at any place and time. It relates more to scheduling of activities than to any particular delivery mode.

Formal learning

a planned learning that derives from activities within a structured learning setting.

full-time equivalent

a teaching or study load expressed as a proportion of the normal full-time teaching or study load.

full-time student

an enrolled student who is carrying a full-time academic workload (other than by correspondence) as determined by the institution under a standard applicable to all students enrolled in a particular program.

full-time staff

Employed for or involving a standard number of hours of working time:

further education

post-secondary education, including higher education, adult education, and tertiary education.

G

generic skill

a skill which is not specific to work in a particular occupation or industry, but is important for work, education and life generally, e.g. communication skills, life skills, entrepreneurship skills and computer literacy,

H

Higher education

education leading to at least a bachelor's degree or equivalent offered at university or college.

Higher diploma

a level of education between diploma and the first degree.

Higher Education government funding

a funding arrangement whereby students pay part of the cost of their higher education, and the Government pays the rest.

Higher education loans board (HELB)

a body which provides funding in form of loans to students to cover part of their cost of their higher education.

I

International Labour Organisation (ILO)

Is a United Nation Body charged with labour matters

indenture

the legal agreement between an apprentice and an employer under which the apprentice was bound to the employer for a specified period in return for the training received; superseded by contract of training or training agreement.

industrial award

a set of awards presented annually to reward apprentices, trainees, employers, training providers and other institutions who have demonstrated higher levels of achievements.

industry organisation

an organisation representing an industry, including business and employer organisations.

industrial training council

a body established by an industry or business sector to address training issues.

Informal learning

learning that derives from activities external to a structured learning context or unstructured learning within a structured learning environment.

information literacy

the ability to identify an information need, and then to find, collect, organise, evaluate, and use the information.

in-service training

training and professional development of staff, often sponsored by the employer, and usually provided during normal working hours.

instructional design

the design and development of instructional materials and learning activities to meet learning needs.

integrated assessment

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an approach to assessment that covers multiple elements and/or units of competence from relevant competency standards. The integrated approach attempts to combine knowledge, understanding, problem solving, technical skills, attitudes and ethics into an assessment task.

International Vocational Education and Training Association

a network of vocational educators, vocational skills training organisations, business and industrial firms, and other individuals and groups interested or involved in vocational education and training worldwide.

ISCED

International Standard Classification of Education.

ISO

International Organisation for Standardisation, also known as International Standards Organisation.

ISO 9000

a set of internationally recognised and accepted standards, some of which specify requirements for quality systems (e.g. ISO 9001), while others provide guidance to aid in the interpretation and implementation of the quality system (e.g. ISO 9000 –2).

J

Job Placement, Employment and Training Program

a program assisting young people to overcome problems preventing them from maintaining stable accommodation and entering into education, training or employment.

employment bureau

a government agency providing employment services to jobseekers and employers.

K

Kenya Association of Manufacturers (KAM)

an independent body representing all the manufactures in Kenya.

Kenya Institute of Education (KIE)

an institution where curriculum that is informed by research is developed for all levels of education except the universities.

Kenya National Examination Council (KNEC)

an institution to conduct school and post-school national examinations except university examinations and award certificates to successful candidates.

Kenya National Examination Council (KNEC) ranking

ranking of students usually based on results of Kenya certificate of secondary education (KCSE) used by universities and tertiary education institutions when selecting the students who will be offered places in particular courses.

key competency

any of several competencies considered essential for people to participate effectively in the workforce.

L

labour market

the system of relationships between the supply of people available for employment and the available jobs.

learning

the process of acquiring knowledge, attitudes, or skills from study ,instruction, or experience.

learning culture

an environment in which opportunities for learning are openly valued and supported and are built, where possible, into all activities.

learning pathway

a path or sequence of learning or experience that can be followed to attain competency.

learning resource centre

a place in a school or college housing a collection of books and other resources for reference or loan to support the educational programs of the institution. Learning resource centres also conduct information literacy programs, providing instruction in the effective use of information resources.

lifelong learning

all learning activity undertaken throughout life, whether formal or informal.

local and international Research collaboration

a program established to strengthen collaborative research links between industry, research organisations, educational institutions and relevant government agencies.

logbook

a record kept by a person of the knowledge, skills or competencies attained during on-or off-the-job training.

M

manpower survey

an identification of the skills or competencies available in the job market.

matriculation

a ceremony ushering new students into the to the learning institution.

Mature Age Entry

a scheme which enables admission to further education after a period away from school.

mentor

an experienced and trusted advisor.

minimum competency

an essential skill for a given age, grade, or level of performance.

mixed-mode delivery

(also called mixed delivery) a combination of learning modes to deliver a course or module, such as distance education and face-to-face study in classes, tutorials, practical sessions or workshops.

modular course

a course composed of modules.

Module

a formal learning experience encapsulated into a unit of study, usually linked to other modules to create a program of study.

multiskilling

training workers in a number of skills, enabling them to perform a variety of tasks or functions across traditional boundaries. Multiskilling may be horizontal (broad skilling), vertical (upskilling) or diagonal (contributory skilling).

N

Nationally Recognised Training logo

is the approved logo used to signify that training and assessment products and services meet the requirements agreed under the National qualification Framework.

National Qualification Framework

Credit transfer system developed for qualifications and sets out the levels against which a qualification can be recognised in a given country by grouping different qualifications together into various 'levels'. This helps the employer and the trainees understand how one qualification can lead on to another, and hence informed decisions are made.

National Training Information Service

The National Training Information Service (NTIS) that provide access to training information and products. Currently, the NTIS comprises a database of:

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- Nationally recognised qualifications
- Accredited courses
- Registered Training Institutions (RTIs)
- Units of competency
- Training Packages

Nationally Recognised Training logo

is the approved logo used to signify that training and assessment products and services meet the requirements agreed under the National qualification Framework.

non-compliance

in relation to Registered Training institutions means failure to comply with one or more of the set training Standards.

O

occupation in demand

an occupation in which there is an actual or expected shortage of qualified workers.

Online learning and e-learning

the application of information and communication technologies (ICTs) to enhance distance education, implement open learning policies, make learning activities more flexible and enable those learning activities to be distributed among many learning venues.

on-site training

training conducted at the work site (e.g. in a training room) but not on the job.

on-the-job training/attachments

training undertaken in the workplace as part of the productive work of the learner.

open learning

policies and practices that permit entry to learning with no or minimum barriers with respect to age, gender, or time constraints and with recognition or prior learning.

open training market

a system of open competition among public and private providers in the provision of tertiary education giving users greater choice of program and provider.

outcome

a result or consequence of participation in, or completion of an education or training program, such as employment, promotion, higher salary or further study.

outcomes-based education

an educational system focused and organised around clearly defined outcomes which students are expected to demonstrate upon completion.

outsourcing

the practice of having goods or services provided by a person or persons outside the business or organisation.

P

part-time student

a student who undertakes less than the full-time study program.

part-time worker

a person working less than the normal full-time working hours.

performance criteria

the part of a competency standard specifying the required level of performance in terms of a set of outcomes which need to be achieved in order to be deemed competent.

performance indicator

a criterion or measure for monitoring or evaluating the efficiency or effectiveness of a system or service,

which may be used to demonstrate accountability and to identify areas for improvement.

polytechnic

an institution offering vocational or higher education courses in technical areas.

post-secondary education

all education beyond secondary school level, including that delivered by universities, colleges and community providers..

Prerequisites

an experience, course or unit that is required before a student can do another course.

Prior learning

previous learning from informal and formal learning situations.

private provider

a non-government training organisation, including commercial providers, community providers, enterprise providers, and industry providers.

Program

a study curriculum undertaken by a student that has co-ordinate elements, which constitute a coherent named award.

Q

qualification certification

awarded to a person on successful completion of a course in recognition of having achieved particular knowledge, skills or competencies.

Qualifications

National qualifications are defined in accordance with the National Qualifications Framework which provides a single, coherent framework for all recognised qualifications from post-Secondary Certification to Ph D. Within the Tertiary education sector the following nationally recognised qualifications may be issued:

- Artisan
- Certificate
- Diploma
- Higher/advanced Diploma
- Vocational Graduate Certificate
- Vocational Graduate Diploma

The qualifications arising from Training Packages comprise particular combinations of endorsed competencies that are meaningful in the industry or enterprise context and packaging against AQF qualifications. Training Packages may include a range of qualification from across these levels, including more than one qualification at a particular level where this is necessary to accommodate the needs of different industry streams or sectors, or to support multiple entry and exit points.

quality

the level of satisfaction with and effectiveness of tertiary organisations, their products and services, established through conformity with the requirements set by clients and stakeholders.

Quality assurance

the structure and/or the processes by which an institution maintains the quality of its provision by planned and systematic actions. It is an umbrella term for several instruments which are concerned with the monitoring and development of quality. These instruments include evaluation, accreditation, benchmarking and quality management tools.

registered training institutions

an institution which has been granted recognition by the state on the basis of its implementation of a quality system. Once quality-endorsed, a registered training institution can receive delegated powers of self-management for the scope of its registered operations and self-management of accreditation of its own courses within the parameters of National Qualification Framework.

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Quality management

coordinated activities to direct and control an organization with regard to quality.

Quality management system (QMS)

management system to direct and control an organization with regard to quality.

R

Recognition

the formal acknowledgement of the status of an organization, institution or program.

Recognition of prior learning: formal acknowledgement of previous learning, from informal as well as formal learning situations.

refresher course

a course which revises or updates previously acquired knowledge and skills.

Regional accreditation

recognition of an institution within a regional context: it is much the same as national accreditation but is not restricted to national boundaries.

retention rate

the proportion of a group of students or participants who start and continue to completion of a course.

Retraining/retooling

training to facilitate entry to a new occupation.

risk management

the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

S

sanctions

means any action imposed for non-compliance with one or more of the Quality Training Standards for Registered Training institutions, including: a. the imposition of specific conditions on registration; b. amendment of registration (including a reduction in the scope of registration); c. suspension or cancellation of registration; and d. the imposition of fines.

scheduled hours

the hours of teaching activity (including examination time) that the provider schedules for a module or unit of competency enrolment.

scope of operations

the range of operations for which a training organisation is registered, including whether it may deliver training as well as assessment, the fields or industries in which it may deliver training or assessment, and the maximum level of qualifications it may issue.

scope of registration

in relation to a training organisation means the identification of the particular services that the registered training organisation can provide. The scope of operation of a registered training organisation is also defined by specific National Qualifications Framework.

Self-assessment

the process of critically reviewing the quality of one's own performance and provision.

self-directed learning

learning in which the learner is the principal driving force, deciding how, when, and at what pace learning takes place.

service delivery charter

a document setting out an organisation's undertakings to improve its services to its clients and stakeholders. The charter provides a basis for evaluation of performance and continued improvement.

short course

a course which stands alone and may or may not usually lead to a full qualification. A statement of attainment may be issued on successful completion.

simulator

a device used especially in training to reproduce the conditions of the working situation, enabling tasks to be learned and practised safely and economically.

Skill

the ability to apply *knowledge* and to use *know-how* to complete tasks and solve problems. Also described as cognitive (use of logical, intuitive and creative thinking) and practical (involving manual dexterity and the use of methods, materials, tools and instruments).

Stakeholder

a person (or group) that has an interest in the activities of an institution or organization.

Standards

the minimal level of quality accepted as norm or by which actual attainments are judged.

student contact hours

the total number of contact hours for the modules undertaken.

student load

the total number of contact hours, modules and other requirements undertaken by a student to complete a course.

tailor made training programmes

educational programs or services offered by business and industry, either in-house or co-operatively with an educational institution.

Technical Industrial Vocational and Entrepreneurship Training Authority (TIVETA)

a Government statutory authority with responsibility for the development of national policy, goals and objectives for the vocational education and training sector; the development, management and promotion of the National Training Framework; the administration and funding of national programs; and the collection and analysis of national statistical data on the vocational education and training system.

Technical Industrial Vocational and Entrepreneurship Training National Qualifications Framework (TNQF)

a structured mechanism for identifying and formally recognizing technical and vocational qualifications in terms of work performance and per-sector classification of skills in accordance with established national skill competency levels system.

TIVET Path

see annex B

training bond

an employment arrangement in which an employer undertakes to subsidise an employee 's formal training leading to certain qualifications, and in which the employee is usually required to remain with the employer for a specified period after completion of training.

transcripts

certification issued to a student for partial completion of a qualification .

teaching load

a teacher's normal number of teaching lessons or class contact hours per week.

tertiary education

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formal, non-compulsory, education that follows secondary education.

total quality management

(or TQM) a management system with a focus on customer satisfaction, involving a systematic approach to ensuring that products and services always meet defined standards and are subject to continuous improvement.

trade course

a course offered by a vocational education and training provider which covers the off-the-job requirements of an apprenticeship and supplements the on-the-job training.

trainee

a person receiving training or undertaking a traineeship.

traineeship

a system of vocational training combining off-the-job training at an approved training provider with on-the-job training and practical work experience.

training

the development of skills, knowledge, attitudes, competencies through instruction or practice.

training plan

a program of training and assessment for employees, trainees and apprentices.

Training guidelines

a training packages developed by institutions and industry to ensure quality training outcomes and meet current and emerging vocational skill needs.

training program

a set of education and training activities designed to achieve a specific outcome.

Tertiary education and training provider

an institution which delivers tertiary education programs such as adult and community education providers, agricultural colleges, the VET operations of some universities, schools, private providers, community organisations, industry skill centres, and commercial and enterprise training providers.

U

UNESCO

United Nations Education, Scientific and Cultural Organisation.

UNEVOC

UNESCO's International Project on Technical and Vocational Education, designed to contribute to the development and improvement of systems of technical and vocational education (TVE), promote infrastructures in research, development and planning, and facilitate the international exchange of information in these fields.

unit cost

the monetary cost of delivering a defined amount of training, usually one student contact hour.

Unit: any element that is the subject of quality review: institution, subject area, faculty, department or program of study.

Joint Admissions board (JAB)

a central admissions office for students applying for entry to undergraduate courses.

University: an institution of higher education that grants its own degrees including the award of PhD and normally undertakes leading-edge research, as well as having a social critical role.

V

Validation: a process of confirming that an existing program of study or a newly designed one can continue or commence operation.

Vocational Education and Training in Schools

allows school students to combine vocational studies with their general education curriculum. Students participating in VET in Schools continue to work towards their secondary school certificate.

Vocational education and training (VET): any formal, post-compulsory education that develops knowledge, skills and attributes linked to particular forms of employment, although in some interpretations this would exclude professional education.

W

Work-based learning: refers to any formal higher education learning that is based wholly or predominantly in a work setting.

work-based training

training provided by an organisation primarily for its own employees using the employer's own staff or consultants. Work-based training can be conducted either on-site or at an off-site location.

Work experience: is the linking of a period of activity in a work setting (whether paid or voluntary) to the program of study, irrespective of whether the work experience is an integral part of the program of study.

workplace assessment

the gathering and judging of evidence during normal work activities in order to determine whether a required standard has been achieved. Workplace assessment usually involves observation of work in progress, checking the product(s) of a work activity, and receiving oral responses to questions posed while work is in progress.

workplace learning/training

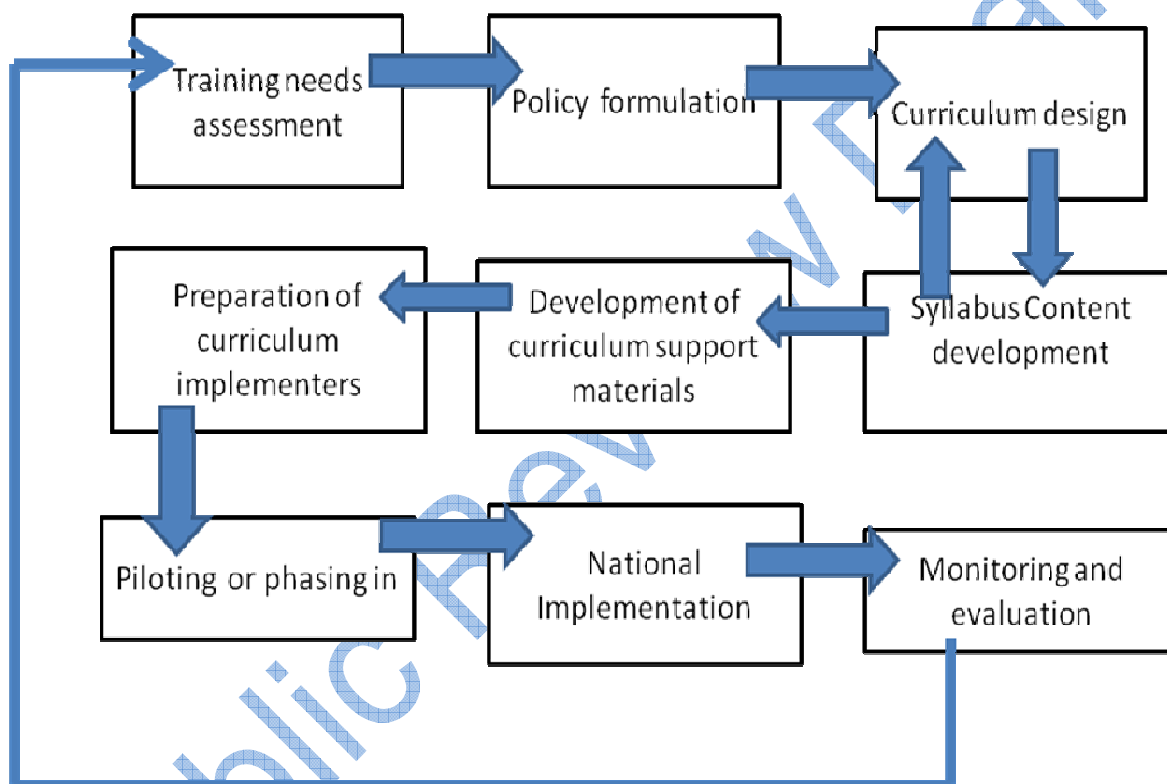
(also workplace training) learning or training undertaken in the workplace, usually on the job, including on-the-job training under normal operational conditions, and on-site training, which is conducted away from the work process (e.g. in a training room).

work placement/attachment

a period of paid or unpaid work with an employer undertaken by VET students in order to satisfy the requirements of a course or module, with supervision provided by the employer, the training provider or both.

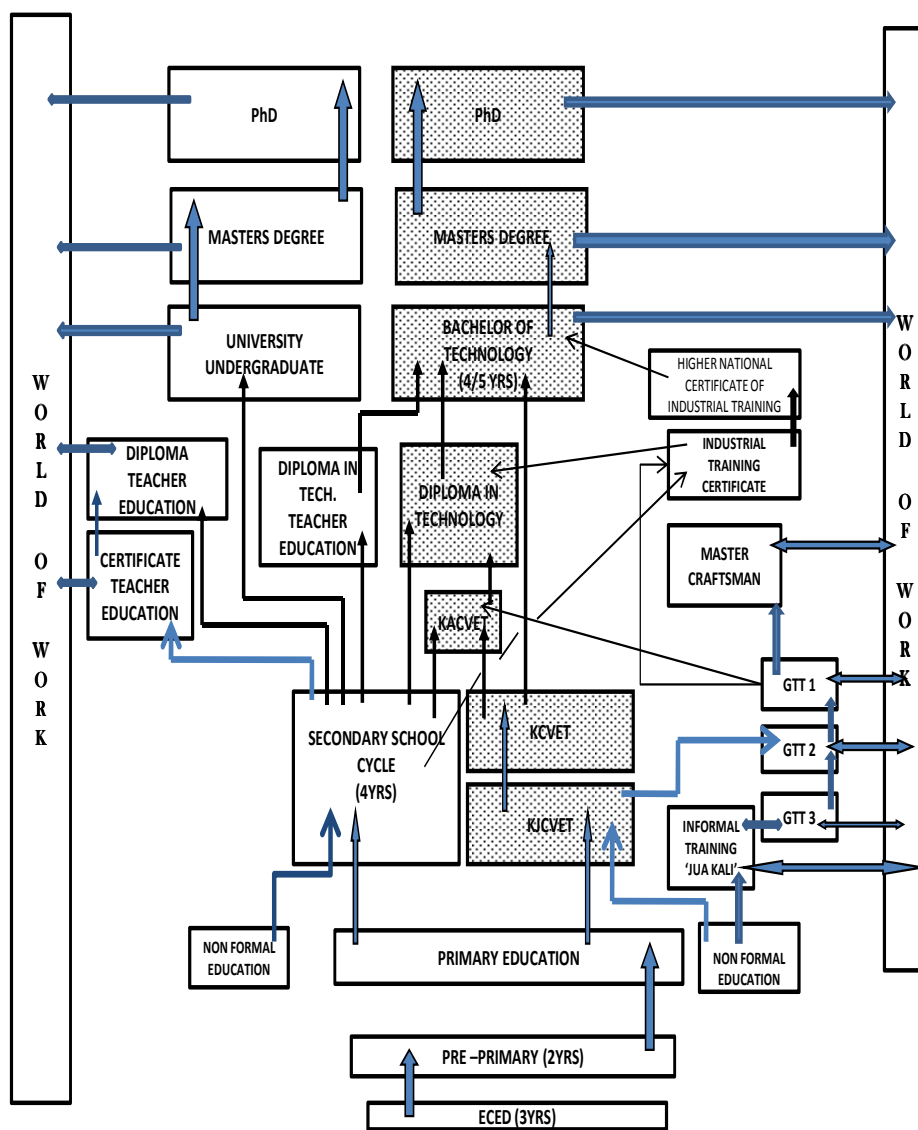
ANNEX A
(normative)

Curriculum Development Cycle



ANNEX B (normative)

TIVET Path



Public Review Draft